

Prospectus For Transportation Improvements

January 2004 Update

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PREFACE

The Prospectus describes the established framework for executing the Metropolitan Planning Organization (MPO) process of planning multimodal transportation improvements in the Miami Urbanized Area. This edition has been revised to reflect all regulatory and administrative changes that have occurred since the last edition was published in 1995.

The original Prospectus, published in 1977, was prepared in response to requirements of the Federal Aid Highway Act of 1962. The Act mandated that as a condition for the receipt of federal funds, each urban area with a population over 50,000 in the United States was required to carry on a continuing, cooperative, and comprehensive transportation planning process. The purpose of the mandate was to ensure that: 1) the transportation planning process remain a continuing effort responsive to land use and demographic changes, 2) participation be shared by all concerned, and 3) the transportation planning process be coordinated with other developmental urban planning aspects. This process, known as the “3-C” planning process, has been retained from that beginning. This document, therefore, serves as the policy/management guide for the Miami Urbanized Area MPO.

The Prospectus is divided into five parts. Part 1.0 contains introductory information on how the MPO relates to Miami-Dade County’s metropolitan government and briefly relates historical references concerning the establishment of the MPO.

Chapter 2.0 describes the MPO structure including its legal basis, the management services contract with the County, and the components of its organizational structure.

Chapter 3.0 provides information on the components of the MPO’s organizational structure

Chapter 4.0 gives a description and function of agencies participating in the transportation planning process

Chapter 5.0 provides a detailed description of the elements of the transportation planning program and process including the 20-year Long Range Transportation Plan, the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP).

Chapter 6.0 is a description of the program management, monitoring, review and reporting procedures established to ensure continuing effectiveness of the overall urban transportation planning program.

Chapter 7.0 provides for a Public Involvement Process that complies with the federal requirements of Section 450.316(b)(1) of Title 23 of the Code of Federal Register Part 50.

Finally, several appendices provide information on agreements and other procedural documentation relevant to the MPO process in the Miami Urbanized Area.

Metropolitan Planning Organization Governing Board

Chairperson

Barbara Carey-Shuler, Ed.D.

Vice-Chairperson

Katy Sorenson

Board Members

Bruno A. Barreiro

Joe J. Celestin

Manuel A. Diaz

José “Pepe” Diaz

Betty T. Ferguson

Shirley M. Gibson

Perla T. Hantman

Sally A. Heyman

William H. Kerdyk

M. Ronald Krongold

Joe A. Martinez

Raul L. Martinez

Jimmy L. Morales

Dennis C. Moss

Dorin D. Rolle

Natacha Seijas

Darryl K. Sharpton

José Smith

Rebeca Sosa

Javier D. Souto

Non-Voting Members

John Martinez, FDOT

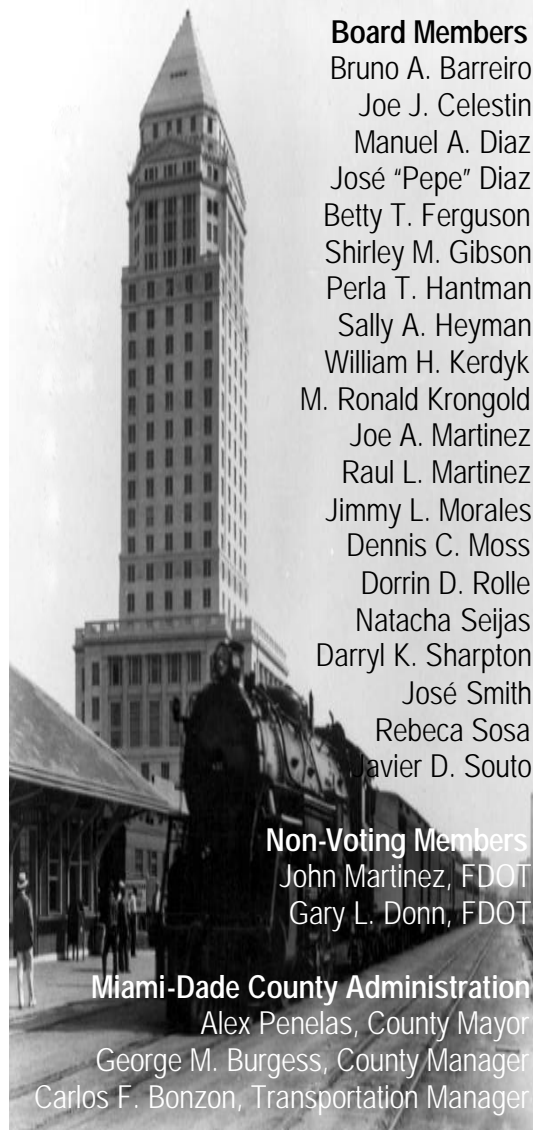
Gary L. Donn, FDOT

Miami-Dade County Administration

Alex Penelas, County Mayor

George M. Burgess, County Manager

Carlos F. Bonzon, Transportation Manager



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CHAPTER 1

Introduction to the Transportation Planning Process for the Miami Urbanized Area

1.1 Introduction

The Metropolitan Planning Organization (MPO) for the Miami Urbanized Area guides the transportation planning process in Miami-Dade County. The MPO was created as required under Section 163.01, Chapter 163, Florida Statutes, and established by Interlocal Agreement between Miami-Dade County and the Florida Department of Transportation (FDOT).

The MPO Governing Board (MPO Board) is composed of twenty-two (22) voting members charged with making transportation planning decisions in the Urbanized Area with the assistance of technical recommendations and citizen comments. The Governing Board includes: the thirteen (13) member Board of County Commissioners (BCC); an elected municipal official to represent municipal interests appointed by the Governor of Florida; a citizen who does not hold elective office and resides in the unincorporated area of Miami-Dade County; a member of the Miami-Dade County Expressway Authority; and a member of the Miami-Dade County Public School Board. During the 1999 legislative session, the Florida Legislature revised Florida Statutes to permit an elected official from each city with over fifty thousand (50,000) residents in Miami-Dade County to serve on the Governing Board. These cities include: The cities of Hialeah, Miami, Miami Beach, North Miami, and Miami Gardens. The FDOT has two (2) nonvoting representatives on the MPO Board. Membership of the Miami-Dade County MPO is constituted under the Chartered County option allowed by the State Statutes.

1.2 Goals and Objectives

A major role of the MPO is to ensure conformance with federal regulations requiring that highways, mass transit and other

transportation facilities and services are properly developed and deployed in relation to the overall plan of urban development and to approve plans for regional and state transportation network accessibility.

In addition, federal guidelines require that the use of Federal Aid for transportation be consistent with MPO endorsed plans and programs. The FDOT adopts the MPO's Long Range Transportation Plan (LRTP) as the plan for implementing transportation system improvements in Miami-Dade County.

Federal, state and local transportation planning funds are utilized on an ongoing basis to insure the effectiveness of the MPO process. The MPO Board meets monthly in the Miami-Dade County Commission Chamber. All meetings of the Governing Board are open to the public. In performing its major functions, the MPO:

- ◆ Develops an LRTP for the urban area that specifies transportation improvements for at least a twenty-year horizon.
- ◆ Compiles an annually updated Transportation Improvement Program (TIP). The TIP lists projects selected from the adopted LRTP to be implemented during a five-year cycle.
- ◆ Prepares the Unified Planning Work Program (UPWP) which outlines the planning projects that will assist in further defining the comprehensive and multimodal transportation plans for the area.
- ◆ Maintains a Citizen's Transportation Advisory Committee (CTAC) to provide a broad cross-section of citizen perspectives in the planning and development of the urban area transportation system. Minorities, the elderly and persons with disabilities are appropriately represented through this committee's composition.
- ◆ Coordinates the activities of the Transportation Planning Council (TPC). The TPC advises the MPO Board on technical matters.

The TPC includes directors of County departments participating in the transportation planning process, senior staff of the FDOT, the Florida Department of Environmental Protection, South Florida Regional Transportation Authority, the Miami-Dade Expressway Authority, a representative of the Miami-Dade League of Cities, the Miami-Dade County Public Schools and representatives from the cities of Hialeah, Miami, Miami Beach, North Miami, and Miami Gardens.

- ◆ Assess visual impacts of transportation projects through the Transportation Aesthetics Review Committee (TARC). The TARC reviews high visibility transportation projects to assure that aesthetic considerations are an integral and early part of the planning, design and construction process.
- ◆ Facilitates public involvement at all levels of the MPO process. Transportation issues are submitted routinely to the CTAC for review and plans are available for comment prior to their adoption.
- ◆ Maintains a bicycle/pedestrian program to ensure that transportation plans provide for the use of non-motorized alternatives recommended by the Bicycle/Pedestrian Advisory Committee (BPAC).
- ◆ Ensures that access to transportation is provided to disadvantaged persons. The Transportation Disadvantaged Local Coordinating Board (LCB) monitors transportation service opportunities for children at-risk, the elderly, the poor, and the disabled.
- ◆ Addresses the multimodal transportation needs of freight movement throughout the county recommended by the Freight Transportation Advisory Committee.

In performance of these duties, the MPO is assisted by professional staff from local and state transportation agencies. Other entities including the South Florida Regional Planning Council, South Florida Regional Transportation Authority, the Miami-Dade Expressway Authority, Florida Department of Transportation District VI, FDOT Turnpike Enterprise and the Broward and Palm

Beach County MPOs work together to achieve coordination in regional transportation planning.

CHAPTER 2

Structure of the Metropolitan Planning Organization

2.1 Legal Basis: Federal Laws

Section 134 of Title 23 of the U.S. Code states that it is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner that will serve the states and local communities efficiently and effectively. To this end, it empowers the U.S. Secretary of Transportation to cooperate with state and local officials in the development of transportation plans and programs, formulated on the basis of transportation needs with due consideration to comprehensive long-range land use plans and overall social, economic, environmental, system performance, and energy conservation goals and objectives. It also indicates that the transportation planning process must include an analysis of alternative transportation system management and investment strategies to make more efficient use of existing facilities. The process is to consider all modes of transportation and needs to be continuing, cooperative, and comprehensive, to the degree appropriate based on the complexity of the transportation problems being assessed.

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) amended title 23 U.S.C., and the Federal Transit Act (FTA) by revising sections 134 of Title 23 and 8 of the FTA. The legislation recognized that the nation's transportation systems are intricately tied to our economy, public health and quality of life. ISTEA dictated intermodal and multimodal approaches to transportation planning to meet mobility needs. This approach includes a significantly enhanced role for the MPO, as the urban area forum for establishing transportation policy and for implementing this policy through the metropolitan planning and project selection process. ISTEA called for the TIP to present a priority list of projects to be

carried out and for inclusion of a project only if full funding can be available within the time period contemplated for completion of the project. ISTEA consisted of three major provisions:

1. the ability to transfer funds between categorical funding programs depending on the best strategy,
2. implementation of the Clean Air Act Amendment of 1990 (CAAA), to attain national ambient air quality standards, and
3. the development of the TIP with public participation from interested individuals and groups.

Federal legislation also authorizes the Secretary of Transportation to make grants or loans to assist states and local public bodies and agencies in financing transportation projects, which enhance the effectiveness of public transportation. Planning funds are apportioned to states in accordance with a fair and equitable formula. The formula is approved by the Secretary and considers, but is not necessarily limited to, population, status of planning, and metropolitan area transportation needs. In addition to the guidelines for the distribution of transportation planning funds contained in U.S.C. Title 23, Title 49 of the Code of Federal Regulations details the nature and distribution formulas for transit planning funds as authorized by the Urban Mass Transportation Act of 1964 and ISTEA.

The success of ISTEA resulted in a congressional reauthorization of this legislation. On May 22, 1998, the President of the United States signed into law the Transportation Equity Act for the 21st Century (TEA-21)

2.2 Legal Basis: State Statutes

The Metropolitan Planning Organization for the Miami Urbanized Area was created March 23, 1977 under the authority of Chap-

ter 163 of the Florida Statutes. Section 163.01 of the Statute provides that governmental agencies may enter into Interlocal Agreements permitting the joint exercise of such powers or authority that the agencies share in common or that each might exercise separately.

The Board of County Commissioners (BCC) of Miami-Dade County and the FDOT, using an Interlocal Agreement, gave the MPO the authority to organize itself to conduct a “continuing, cooperative and comprehensive transportation planning and programming process”. The agreement was designed to make the MPO an effective instrument for developing plans and programs that would thereafter be implemented.

Although the membership of the MPO Board is largely composed of individuals who serve on the BCC, the two boards are separate and distinct. The BCC, a general-purpose local governing body consisting of locally-elected officials, exercises the powers delegated to it by the Metropolitan Charter. The MPO Board, on the other hand, possesses no powers of local self-government and acts within the realm of transportation policy only. While the BCC is responsible primarily to the electorate of Miami-Dade County, the MPO Board is primarily responsible to the State Governor and to the federal agencies that provide funding for transportation projects and mandate planning requirements as a precondition for funding. In other major metropolitan areas, MPO Boards are markedly different than local governmental boards and are composed of officials representing the various municipalities in the given urban area. The unique structure used by Miami-Dade County, however, enhances coordination between the two boards, and tends to facilitate the process of advancing from plans to implementation of transportation projects.

The existing Interlocal Agreement provides that the MPO may:

- ♦ Enter into contracts or agreements with local and/or state agencies to utilize the staff re-

sources of those agencies.

- ♦ Administer its affairs and business.
- ♦ Enter into agreements with the Department of Transportation, operators of public mass transportation services, and the area-wide and regional A-95 agencies.
- ♦ Enter into contracts for professional services.
- ♦ Accept funds, grants, assistance gifts, or bequeaths from local, state and federal sources.
- ♦ Acquire, own, operate, maintain, sell or lease any real or personal property.
- ♦ Promulgate rules to effectuate its powers, responsibilities, and obligations provided said rules do not supersede or conflict with applicable local and state laws, rules and regulations.

The agreement also specifies that the MPO will provide for an appropriate organization to administer its business and affairs, set up a community involvement structure and establish a process to evaluate the technical adequacy of transportation planning activities.

2.3 Management Services Contract

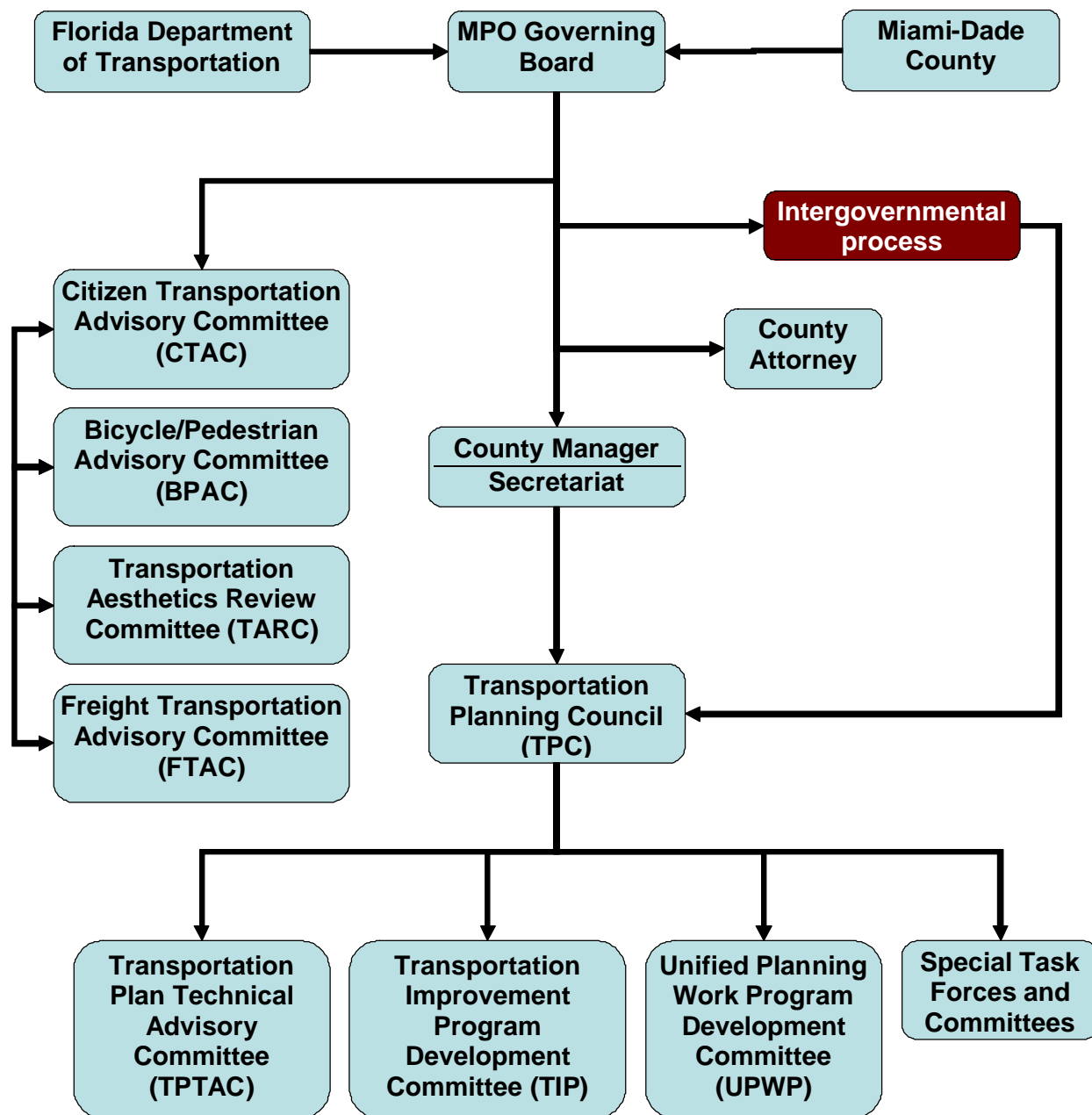
To carry out its duties, the MPO entered into a Management Services Agreement with the Miami-Dade Board of County Commissioners. Major elements of this agreement are:

- ♦ The County shall furnish the MPO with the professional, technical, administrative and clerical service, the supplies, the equipment, the office and other space, and such other incidental items as may be required and necessary to manage the business and affairs of the MPO and to carry on the transportation planning and programming process.
- ♦ The County Manager of Miami-Dade County shall be responsible to the MPO Board for the conduct of the transportation planning process as well as the appointment, assignment, direction and control of all personnel necessary thereto; the development of an ap-

propriate organizational structure and the development of procedures to monitor and coordinate the planning process.

- ◆ The County Manager shall prepare annually a detailed listing of all tasks necessary and incidental to carrying out the planning process.
- ◆ The head of each county department or agency participating in the transportation planning process shall be deemed a technical advisor in the field of his competency and shall be expected to provide the MPO with expert advice or perform such duties incidental hereto as the County Manager shall assign.
- ◆ The County Attorney shall be the legal advisor to the MPO and shall represent the MPO in all legal matters, provided that, with the concurrence of the County Attorney, the MPO may employ special counsel for specific needs.
- ◆ A Secretariat Staff Office is to be designated by the County Manager and serve at his/her pleasure.
- ◆ The County Manager shall prepare an annual budget on an October 1 to September 30 fiscal year basis. The budget shall identify funding sources, participating agencies and the level of participation by the various agencies.

FIGURE 1
MPO Master Organization Chart



CHAPTER 3

Organization Structure

The organizational structure of the MPO is designed for the administration, coordination and monitoring of a cooperative venture of participating agencies. These agencies perform interdependent functions supporting development of an integrated transportation plan and programs to implement. The work of the organization is carried out within the structure and process shown in Figure I. Following is a brief description of major MPO structural elements:

3.1 MPO Governing Board

The MPO Governing Board is composed of twenty-two (22) voting members, and two (2) nonvoting members. The nonvoting members are accorded the same rights and privileges as other members, except the right to present resolutions or motions or to vote on them.

The Chairperson of the Governing Board shall be ex-officio the Chairperson of the Miami-Dade Board of County Commissioners (BCC).

The Governing Board is vested with the responsibility for exercising the powers of the MPO including the final decision on all policy matters, adoption or endorsement of transportation plans and programs, adoption of budgets, approval of agreements or contracts, adoption of rules, and establishing or changing its internal operating structure. In addition to the structure shown in Figure I, the Board may appoint special committees and task forces composed of public and/or official representatives for the purpose of seeking advice and recommendations as necessary.

3.2 Miami-Dade County Manager

The County Manager of Miami-Dade is responsible for the conduct of the transpor-

tation planning process including appointment, assignments, direction and control of all necessary MPO personnel. The County Manager recommends to the Governing Board the appropriate structure to carry out the responsibilities set forth in the agreement between the MPO and the BCC, and recommends procedures by which the transportation planning process may be monitored and coordinated. The County Manager is the principal advisor to the Governing Board in all matters under its jurisdiction.

3.3 Legal Counsel

The County Attorney of Miami-Dade County is the legal counsel to the MPO. The legal counsel attends all meetings of the MPO and approves the form and legal sufficiency of all contracts and agreements entered into by the MPO.

3.4 Director of the MPO Secretariat

The Director of the MPO Secretariat is designated by, and serves at the pleasure of the County Manager. The Secretariat staff coordinates the activities of the component structure comprising the MPO; prepares the meeting agendas for the Governing Board and the Transportation Planning Council (TPC); prepares resolutions, agreements and other documents; schedules and gives notice of meetings; records and keeps minutes; prepares an annual report; develops operating procedures for conduct of the Secretariat function; coordinates the implementation of policies established by the Governing Board as reflected in the transportation planning program, and performs other administrative and technical duties as may be assigned by the County Manager.

3.5 Transportation Planning Council

The Transportation Planning Council (TPC) is composed of voting and nonvoting members. The Director of the MPO Secretariat chairs the Council. Council members are appointed by the County Manager and are normally the Directors of county departments participating in the transportation planning process and their designees. Other voting members include senior technical staff and respective alternates from the FDOT, the Florida Department of Environmental Protection, the South Florida Regional Transportation Authority, the Miami-Dade County Public School Board, the Miami-Dade Expressway Authority and the Miami-Dade County League of Cities. Nonvoting members include technical staff of pertinent federal, state, and regional agencies. Only in the absence of the respective directors at Council meetings may the alternates exercise their right to vote.

The MPO Secretariat staff develops and prepares the TPC agenda, gives notice of its meetings, keeps minutes and records of its proceedings, prepares resolutions and reports, and sees that the policies and directives of the Council are carried out. Membership on the Council is as follows:

Transportation Planning Council

Chairperson:

MPO Secretariat Director

Director or Designee:

Miami-Dade Department of Planning & Zoning
 Miami-Dade Public Works Department
 Miami-Dade Seaport Department
 Miami-Dade Aviation Department
 Miami-Dade Department of Environmental Resources Management
 Miami-Dade Transit
 Miami-Dade Expressway Authority

Representative:

City of Hialeah
 City of Miami
 City of Miami Beach
 City of Miami Gardens
 City of North Miami
 South Florida Regional Transportation Authority
 Florida Department of Transportation
 Florida Department of Environmental
 Miami-Dade County League of Cities
 Miami-Dade Public School Board

Non-Voting:

South Florida Regional Planning Council

The TPC is responsible for the overall technical adequacy of the MPO planning program and advises the Governing Board on the various proposed program actions. While the agencies participating in the planning process are responsible for the day-to-day conduct and management of transportation planning work activities, as specified in the Unified Planning Work Program (UPWP), the TPC has ultimate responsibility for the technical adequacy of the various products that are transmitted to the Governing Board for acceptance and adoption.

The TPC relies on three standing committees concerned with major products of the transportation planning program. These committees are:

- ◆ Transportation Planning Technical Advisory Committee (TPTAC)
- ◆ Transportation Improvement Program (TIP) Development Committee
- ◆ Unified Planning Work Program (UPWP) Development Committee

In addition, the TPC establishes inter-agency task forces and special committees to ensure coordination of important concerns as needs arise. The TPC Chairman or the County Manager names members and chairpersons of TPC Committees and Task Forces and the MPO Secretariat staff provides coordination and guidance for their activities. The function of a standing TPC Committee or a Task Force is to provide oversight and pertinent recommendations on key activities and products before they are considered by the TPC. As such they:

- ◆ Review and monitor overall schedules for undertaking critical work elements leading to transportation planning decisions, with a concern for important milestones where TPC and MPO Board consideration is desired.
- ◆ Review generalized work programs developed by Project Managers before work is begun.
- ◆ Establish consistent formats for the transportation planning process.

- ♦ Review milestone products and other documents to ensure technical adequacy.

Standing committees and task forces provide periodic status reports to the TPC and offer suggestions to the TPC on the advisability of recommending approval of transportation planning documents (e.g. the Unified Planning Work Program and the Transportation Improvement Program by the Governing Board).

3.6 Citizens' Transportation Advisory Committee

The Citizens' Transportation Advisory Committee (CTAC) consists of two members appointed by, and serving at the pleasure of, each voting MPO Board Member. CTAC appointments are made at the Board's discretion and may be based on recommendations by the County Manager.

The members are appointed from both the general public and from civic organizations, in order to provide citizens with the opportunity to become involved in the transportation planning process either by geographic area or because of a special interest.

The CTAC evaluates the recommendations generated during the development of the MPO's transportation plan, and serves as a forum to raise issues pertinent to the process. One of the CTAC's main responsibilities is to ensure that proposed transportation projects are responsive to the community's perceived needs and goals.

The duties of the CTAC include, but are not limited to reviewing the program's technical work products prior to their submission to the MPO Board for approval; monitoring the public involvement process and recommending improvements to increase its effectiveness or overcome perceived deficiencies; and dealing with other transportation planning matters as necessary. The CTAC also advises the Board of County Commissioners on all other transportation matters.

3.7 Bicycle/Pedestrian Advisory Committee

The Bicycle/Pedestrian Advisory Committee (BPAC) consists of twenty-two (22) voting members. These individuals represent a variety of backgrounds and may include representatives from organizations and groups such as: bike clubs, civic organizations, walking/running clubs, educators, engineers, and the elderly. Members are appointed by the MPO Board.

The functions and responsibilities of the Committee include, the review of bikeways and pedestrian mobility planning, plans review and recommendations, and coordination of education, enforcement and encouragement of bicycle and pedestrian considerations.

3.8 Transportation Aesthetics Review Committee

The Transportation Aesthetics Review Committee (TARC) was created by the MPO as a permanent part of the MPO review process for the architectural and aesthetics review of major bridges and transportation projects. Each voting MPO Board Member is permitted one at large appointee. There is no geographic requirement. Most appointees have a design background (including architects, landscape architects and planners).

The mission of the TARC is to ensure that high visibility transportation projects are reviewed for their aesthetic impact on the community before contracts are finalized.

3.9 Freight Transportation Advisory Committee

The MPO Freight Transportation Advisory Committee (FTAC) was created as a formal committee of the MPO planning process for advising the MPO Board on matters of multimodal freight transportation.

The mission of the Miami-Dade MPO

Freight Transportation Advisory Committee is to address the multimodal transportation needs of freight movement throughout Miami-Dade County.

The FTAC is composed of no more than twenty-two (22) voting members who represent the stakeholders of the freight and goods movement industry in Miami-Dade County. Members are selected from private sector freight firms involved in break-bulk, marine cargo, logistics, local distribution, air cargo, terminal, rail freight, warehouse, and over-the-road operations, among others. The voting members are joined by ex-officio public sector agencies on the committee representing freight-associated transportation agencies.

3.10 Review by Miami-Dade County Municipalities

The Miami Urbanized Area has thirty-four (34) incorporated municipalities. The transportation planning and programming process directly impacts the interests and activities of these entities. To provide a mechanism to evaluate the products and recommendations made from the transportation planning process, a municipal review procedure, also referred to as the “intergovernmental process”, has been established to allow for the proper consideration of the interests of the municipalities. This procedure provides elected and appointed municipal officials with a continuing opportunity to give timely and organized input to the transportation planning process. All planning proposals and other formal matters relating to urban area transportation programs and projects are routinely submitted in draft form to municipal authorities.

3.11 Transportation Disadvantaged Local Coordinating Board

The Transportation Disadvantaged Local Coordinating Board (TDLCB) is charged with providing the MPO with an annual

evaluation of the Community Transportation Coordinator (CTC). Both the LCB and the MPO are active participants in the creation, implementation, and evaluation of the Transportation Disadvantaged Service Plan, and the adherence to service standards as set by the Commission for the Transportation Disadvantaged (CTD), and the LCB.

The MPO assists in the staffing of the Board and the appointment of a local elected official to serve as the Chairperson of the LCB.

CHAPTER 4

Participating Agencies

The staff resources of the MPO are those of its participating agencies as well as those assigned to the Secretariat Office. Personnel are assigned from the participating agencies to perform specific MPO duties as the need arises. Agencies regularly providing staff resources for the completion of MPO program activities are as follows:

- ◆ Office of the County Manager
- ◆ County Attorney
- ◆ Miami-Dade Transit
- ◆ Miami-Dade Department of Planning and Zoning
- ◆ Miami-Dade Public Works Department
- ◆ Miami-Dade Seaport Department
- ◆ Miami-Dade Aviation Department
- ◆ Miami-Dade Department of Environmental Resources Management
- ◆ Miami-Dade Public Schools
- ◆ South Florida Regional Transportation Authority
- ◆ Florida Department of Transportation
- ◆ South Florida Regional Planning Council
- ◆ Miami-Dade Expressway Authority

4.1 Functional Responsibilities of Participating Agencies

Each agency participating formally in the MPO program has been assigned a level of responsibility commensurate with its normal involvement in the development and operation of urban transportation system facilities. The County's Aviation Department and Seaport Department, for example, not only have a relationship to the main effort, but also are included so as to maintain the integrity of the total multimodal transportation system concept. The County's Environmental Resources Management Department is in-

cluded so that the environmental impact of the projects in the LRTP and TIP can be estimated to ensure compliance with the Clean Air Act Amendments (CAAA) of 1991.

4.2 County Manager

The County Manager oversees the effectiveness of the transportation planning process and the timely completion of work products, and is ultimately responsible for the efficient management of the administrative affairs of the organization. The MPO Secretariat Director and staff are housed in the County Manager's Office and the Manager participates in the transportation planning and programming process by performing these functions:

- ◆ Acts as principal advisor to the Governing Board.
- ◆ Provides overall direction of the County transportation planning process.
- ◆ Provides overall supervision of the County technical staff.

4.3 County Attorney

The Miami-Dade County Attorney is the legal counsel to the MPO. The legal counsel attends all meetings of the MPO Board and performs the following functions:

- ◆ Provides legal advice to the Governing Board.
- ◆ Reviews and approves all legal documents, contracts and other instruments for form and legal sufficiency.
- ◆ Represents the MPO in all legal actions.

4.4 Miami-Dade County Public Works Department

It is the responsibility of this agency to carry out highway surveillance activities. In addition, this agency assigns professional,

technical or other personnel to:

- ◆ Assist in developing MPO plans and priorities for arterial street improvements and in the preparation of the TIP.
- ◆ Perform highway surveillance studies and furnish traffic data as necessary.
- ◆ Estimate auto traffic generation for Development Impact Committee reviews.
- ◆ Provide technical support to the MPO on the resolution of highway issues and evaluation of proposals originating from citizen groups.

4.5 Miami-Dade Transit

Miami-Dade Transit (MDT) is the primary public mass transit operator in the metropolitan area. Additionally, this agency does the following in the context of the MPO program:

- ◆ Assist in developing MPO plans and priorities for urban area transit improvements.
- ◆ Responsible for grant management and financing activities related to the People's Transportation Plan; to include the usage and reporting of all surtax proceeds and related revenues.
- ◆ Perform transit ridership and surveillance studies and furnish transit data as necessary.
- ◆ Develop plans for fixed route and paratransit services.
- ◆ Develop plans for elderly and handicapped transportation services.
- ◆ Develop reports to document local compliance with all federal and state transit service planning requirements.
- ◆ Serve as the County's Liaison for public transportation policy issues with the Metropolitan Planning Organization, federal, state and municipal agencies.
- ◆ Provides modal integration through their Bike and Ride Program

4.6 Miami-Dade Department of Planning and Zoning

The Department of Planning and Zoning (DPZ) functions as the official area-wide comprehensive planning agency in performing MPO-related technical planning activities. DPZ has responsibility for the following:

- ◆ Review the Transportation Plan for consistency with other elements of the Comprehensive Development Master Plan and other functional plans
- ◆ Collect, develop, and evaluate land use and socioeconomic data for input into travel demand forecasts.
- ◆ Prepare land use and socioeconomic forecasts.
- ◆ Assist in assessing environmental impacts of proposed transportation projects.

4.7 Miami-Dade Seaport Department

It is the responsibility of this agency to ensure that appropriate consideration is given to its landside access requirements. The agency has the responsibility for performing the following tasks:

- ◆ Evaluate highway and transit plans with respect to impact on the Seaport.
- ◆ Prepare ground transportation capital development plans for inclusion in the TIP and LRTP as necessary.

4.8 Miami-Dade County Aviation Department

It is the responsibility of this agency to ensure that appropriate consideration is given to its landside access requirements. The agency is responsible for performing the following tasks:

- ◆ Evaluate highway and transit plans with respect to impact upon airports in the County.

- ◆ Develop airport ground transportation capital plans for inclusion in TIP and LRTP as necessary.

4.9 Miami-Dade County Department of Environmental Resources Management

It is the responsibility of this agency to monitor motor vehicle emissions and to determine the impact of these emissions on air quality standards. The agency is responsible for performing the following tasks:

- ◆ Evaluate highway and transit plans with respect to air quality and other environmentally-related areas.
- ◆ Conduct surveillance activity relating to vehicular emissions.

4.10 Florida Department of Environmental Regulation

The Department of Environmental Protection's responsibility for transportation planning is to provide technical assistance to reduce the adverse effects transportation has on our air quality. In Southeast Florida cars and trucks are the major source of air pollution. By working with the MPO the department is able to address and incorporate air quality concerns into the established planning process.

This process includes implementing congestion management, ridesharing, bicycling and pedestrian activities, parking management, transit, alternative transportation, operational improvements, conformity with state plans, programs designed to reduce vehicle trips and/or occupancy, coordination of land use and other transportation control measures that will result in a lessening of vehicle emissions.

4.11 Florida Department of Transportation

It is the responsibility of this agency to participate in all pertinent MPO planning activities, and to work towards effective coordination between state and county transportation programs. This agency also provides liaison between the MPO and the various agencies of the United States Department of Transportation (USDOT).

The District Secretary for District VI appoints the person(s) to represent the FDOT on the MPO Governing Board and Transportation Planning Council (TPC). In addition, FDOT assigns professional, technical and other personnel to perform the following tasks:

- ◆ Assist in the development of MPO plans and priorities for primary road construction and improvements in the urban area.
- ◆ Provides traffic data for projects in the MPO jurisdiction.

4.12 South Florida Regional Planning Council

It is the responsibility of the South Florida Regional Planning Council (SFRPC) to maintain an ongoing review of the MPO Transportation Plan to ensure that it is consistent with the transportation provisions of the Regional Policy Plan for South Florida.

4.13 Miami-Dade Expressway Authority

The Miami-Dade Expressway Authority (MDX) is an independent special district of the State of Florida. The Board of the MDX is comprised of twelve (12) Miami-Dade County residents and the FDOT District VI Secretary. Nine (9) are appointed by the Miami-Dade Board of County Commissioners, and three (3) are appointed by the Governor of Florida. The MDX is vested with the authority to own, lease, operate, acquire, construct, maintain, and improve express-

ways and toll road facilities.

The MDX assists the transportation planning process by:

- ◆ Assisting the MPO in developing plans and priorities for expressway and toll road construction and improvements in the urban area.
- ◆ Facilitating partnerships to develop, finance and operate future toll roads and other transportation facilities such as multimodal corridors, intermodal facilities and greenways.
- ◆ Determining surplus toll revenue that may be available for use in improving local transportation infrastructure and services.
- ◆ Participating in the development and maintenance of local congestion management and intelligent transportation system activities.

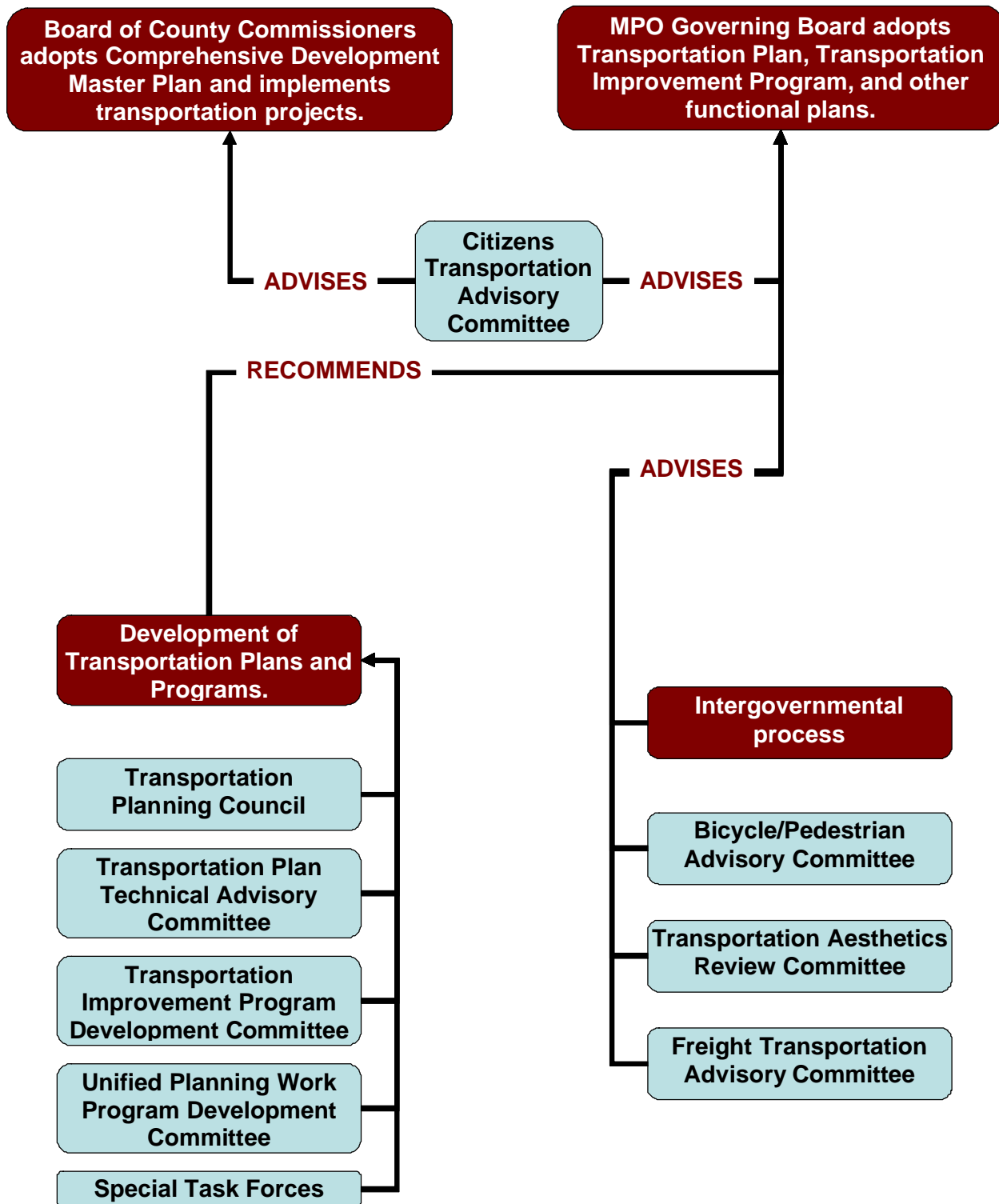
4.14 Miami-Dade County School Board

It is the responsibility of this agency to participate in pertinent MPO planning activities and to monitor issues related to student pedestrian safety, general transportation issues affecting students, school speed zones, traffic flashers and safe routes to schools, etc.

4.15 South Florida Regional Transportation Council

Palm Beach, Broward and Miami-Dade Counties' respective MPOs, South Florida Regional Transportation Authority (SFRTA), and FDOT recognize that existing surface transportation facilities serving the regional tri-county area are inadequate to address the mobility needs of the residents and visitors to the area. The reasons for the existence of the SFRTA is to provide for efficiencies in the delivery of existing regional service; provide improved services with existing resources; provide regional surface transportation information to the public and provide a regional forum for deliberation on surface transportation issues of mutual interest.

This agency represents the former Regional Transportation Organization and the Tri-County Commuter Rail Authority.

FIGURE 2**Transportation Plan Development, Adoption and Organization Chart Implementation Process**

CHAPTER 5

Transportation Planning Program and Procedures

5.1 The Transportation Plan: Development, Adoption and Implementation

A central feature in the MPO's program efforts is the development and maintenance of an updated Long Range Transportation Plan (LRTP). The LRTP must include a financial feasibility assessment indicating the funding necessary to implement improvements for its duration. The LRTP must include both long-range and short-range strategies, and it must comply with all other state and federal requirements. The LRTP is required to be intermodal reflecting the widest consideration of modal options to most effectively and efficiently serve mobility needs within metropolitan areas and in terms of nationwide economic goals. Also, the LRTP is subject to air quality conformity requirements established by section 176 of the CAAA. The process for plan development, adoption and implementation is depicted in Figure II.

A Long Range Transportation Plan covering at least a twenty-year (20) horizon is required of all recipients of federal funds. An annual update of the plan is mandatory with a major updating effort normally occurring every three years. It is developed by technical staff and represents all transportation modes. All of the various county, state and federal agencies with transportation planning and implementation responsibilities participate in formulation of the plan through their staff activities and in the LRTP Steering Committee's ongoing work. Input from Miami-Dade County municipalities is requested and considered on a regular basis. The plan is coordinated with regional agencies and entities as well.

Also, the LRTP is coordinated for consistency with the County's Comprehensive Development Master Plan (CDMP). Provisions

of Chapter 163, F.S. limit Miami-Dade County's funding or construction of transportation improvements to projects and facilities that are contained in the CDMP. Because the exclusion of a transportation project or facility from the CDMP could effectively prevent Miami-Dade County's participation in the project, notwithstanding the project's inclusion in the MPO's Transportation Plan, it may be necessary to amend the CDMP to implement proposals contained in the MPO's Transportation Plan. Prior to its adoption by the MPO Board, the plan is endorsed by the Transportation Planning Council (TPC) and made available for review by civic and public organizations including municipalities, the Citizen Transportation Advisory Committee (CTAC) and citizens in general.

The Transportation Improvement Program (TIP) document is the short range element of the Long Range Transportation Plan (LRTP). This plan element consists of a five-year program of projects of which one year is current (the annual element) and four are proposed. Each year, the TIP is modified by adding a new fifth year and advancing the first of its future years to current status. The improvements identified in the TIP are carried out through orders of priority expressed through technical analyses conducted for the preparation of the Transportation Plan. These analyses are part of the work defined in the Unified Planning Work Program (UPWP). TIP's are required to be prioritized and financially constrained. The TIP must include transportation management system strategies proposed for implementation during the time frame of the TIP. In air quality non-attainment or maintenance areas, such as Miami-Dade County, transportation control measures (TCMs) are a priority.

The TIP also identifies all sources of funding that are known or anticipated to be available during the program period. The

TIP may be amended at any time during a program year by the same procedures required for developing and adopting the original document. Specific projects indicated for implementation are consistent with the LRTP, and are drawn from the current year of the approved TIP. The Transportation Plan documents are adopted by the Governing Board of the MPO, and accepted by the state and federal agencies involved in local transportation planning and implementation i.e. the Florida Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Projects approved by the MPO Board in the TIP are subsequently implemented by the Board of County Commissioners and, when required, by federal and/or state agencies.

5.2 The Long Range Transportation Plan: Amendments

While the improvements and priorities included in the Transportation Plan are based on sound analytical assessment of transportation needs, adjustments to the plan may be periodically necessary to reflect changes in transportation demand and conditions and findings of detailed project studies, as well as MPO Board-approved requests from its own members or citizen groups and municipalities.

5.3 General Plan Amendment Process

Three major steps are involved in amending the plan:

1. Technical review and analysis,
2. Citizen involvement, and
3. Policy decision

All proposed amendments are to be initially subjected to a technical analysis whereby the proposal(s) will be compared with the current plan and the technical and fiscal implications of the change assessed

and documented. The direct impact of the change on the affected local area, as well as the impact on other projects in the plan, is evaluated. Because of the limited nature of transportation funding resources, impacts resulting from amendments are particularly relevant when priorities for given projects are proposed to be advanced and therefore priorities for the other projects are likely to be negatively impacted. Citizen review procedures in the amendment process are accomplished through the regular citizen activities defined in the MPO process. The Citizens Transportation Advisory Committee plays a key role in this regard.

5.4 Plan Amendment Schedule

The Transportation Plan is subject to an annual review and amendment process that culminates in October of each year. The regular plan amendment process calls for the MPO Board to consider amendment proposals during October of every year. In order for amendment proposals to be reviewed by the appropriate committees and advertised for public hearing with proper advance notice, requests for amendment should be received by the MPO director by August 1st of each year.

This procedure ensures an up-to-date planning input of projects to be included in the FDOT's Five Year Work Program, which is endorsed by the MPO in December of each year. Amendments resulting from this process are also considered as primary input in the preparation of the TIP, adopted by the MPO Board in May of each year.

Special plan amendments are permitted at other times should emergencies arise. Requirements for technical review, citizen involvement, and policy deliberation are the same as for amendments made as part of the annual cycle.

5.5 Initiation of Amendments

The Transportation Planning Council (TPC), following a technical review by the

Long Range Transportation Plan Steering Committee, initially considers proposed amendments to the LRTP.

Amendments can be officially proposed by members of the MPO Board, the County Manager, any County department, FDOT, other modal agencies, neighboring MPOs, Miami-Dade County municipalities, and CTAC. Any other interested organization or individual wishing to request an amendment to the Transportation Plan generally requests the amendment through the agency that has jurisdiction over the subject facility, thereby making the appropriate agency a 'sponsor' of the amendment.

Requests for amendment are submitted to the MPO director in writing by an elected official, department director or other authorized signatory of the requesting body. Information detailed in a request for amendment includes description and scope of the project, nature of the proposed change to the LRTP, project cost and funding information. The MPO has developed a standard format for presenting this information.

5.6 Impact Fee Process

As adopted by local ordinance #88-112 on December 6, 1988, the transportation planning process of the MPO is utilized in Miami-Dade County to assure that expenditures of road impact fee revenues on highway projects are properly prioritized and scheduled. This planning process considers recommendations from a Joint County/Municipal Staff Committee. TPTAC functions as the County representative on this Joint Staff Committee. Highest priority for impact fee trust account expenditures are for roadway improvements determined by the MPO Board as most needed to serve new development. The annual program for expenditure of roadway improvement projects utilizing road impact fee trust fund monies is presented to the MPO Board at the time of the annual TIP approval action. The administration for this process conforms to the rules established in the Miami-Dade

Road Impact Fee Manual.

5.7 Unified Planning Work Program

The annual program of technical studies and related activities that support the transportation planning and improvement programs is contained in the Unified Planning Work Program (UPWP). Example of activities included in the UPWP are: program administration; data surveillance; travel modeling and forecasting; community involvement; highway, transit, special technical studies, and other aspects of technical support necessary to the transportation planning process. In the UPWP document, the local or state agencies involved in each phase of the program are indicated, as are the costs and methodologies used in the process. The work program is in support of goals and objectives established by the MPO, and relates to state and national transportation program areas of emphasis. The levels and sources of federal, state or local funds to support the program are described and products from the various technical or support activities are identified.

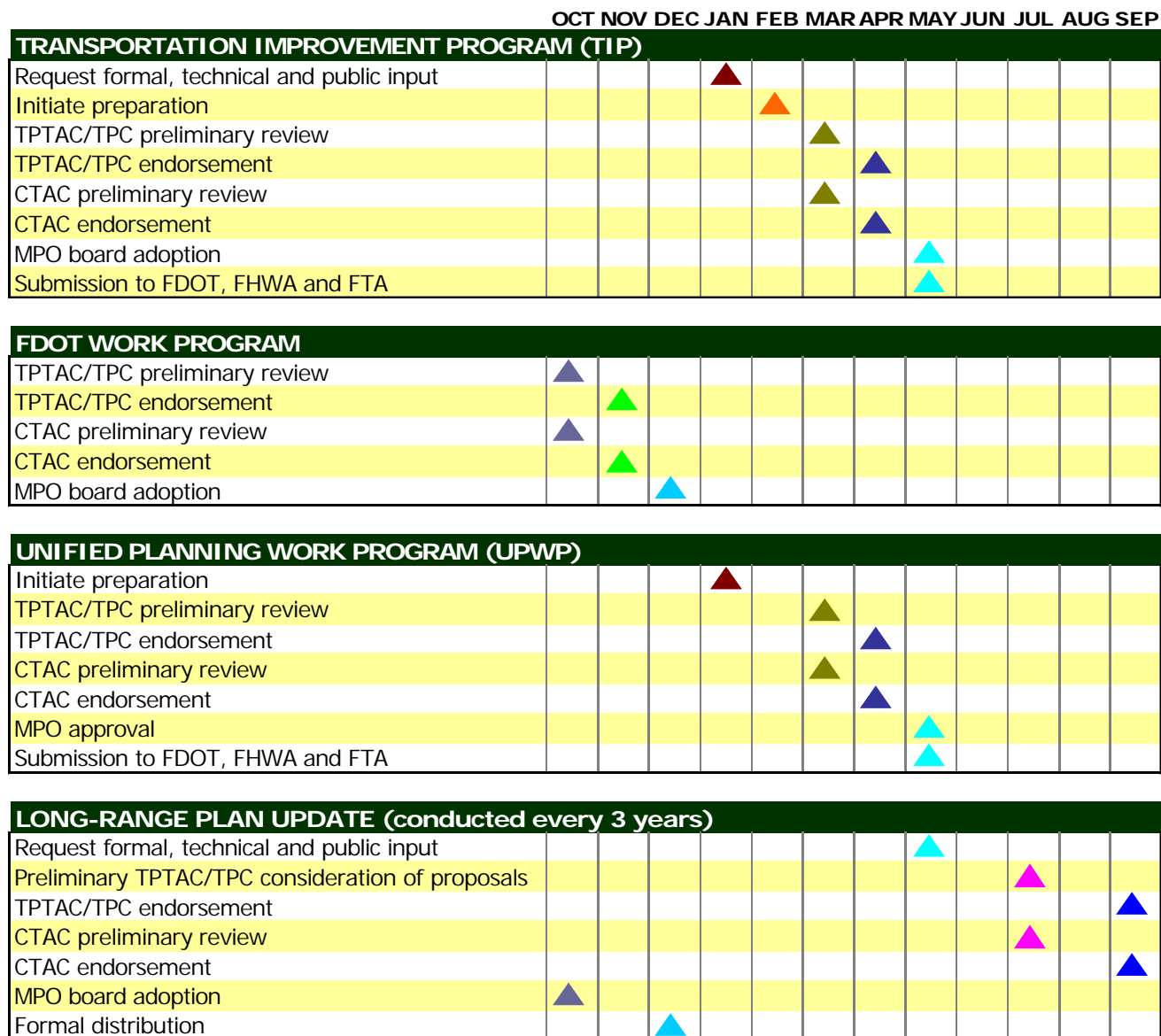
The UPWP normally includes a discussion of all urban area transportation planning activities and a description of transportation related air quality planning activities and documentation of all work to be performed with federal planning assistance under sections 5303, 5307 or 26(a)(2) of the FTA 49 U.S.C. and 23 U.S.C. The document is developed under the guidance of the Transportation Planning Council and is approved by the MPO Board and the appropriate state and federal agencies.

5.8 Annual Cycle of MPO Documents

The information presented in Figure 3 shows the annual review and approval cycle of major MPO plans and programs. Many aspects are taken into account in the establishment of these procedures and calendar

dates. Elements such as the administrative fiscal years of the agencies involved, dates when documents are required by the funding federal agencies, state requirements concerning FDOT plans and programs and the allowance of reasonable periods of time for formal review by the various committees involved are all aspects considered in the development of this annual cycle.

Figure 3 also shows a cycle for the FDOT Five Year Work Program. While this is not a formal MPO document, it is an item of critical significance to the program since the projects included in the work program for any given time period are also submitted by the FDOT for inclusion in the MPO's TIP for the same period.

FIGURE 3**Annual Development & Activity Cycle of Formal Transportation Planning Documents****LEGEND**

CTAC - Citizens Transportation Advisory Committee
 FDOT - Florida Department of Transportation
 FHWA - Federal Highway Administration
 FTA - Federal Transit Administration

MPO - Metropolitan Planning Organization
 TPC - Transportation Planning Council
 TPTAC - Transportation Plan Technical Advisory Committee

CHAPTER 6

Program Monitoring, Review and Reporting

6.1 Program Management

The Director of the MPO Secretariat acts as the overall program administrator and manager. Technical management control over each project in the transportation planning program is exercised by the respective project manager to whom the task is assigned. Ultimate review of program work products rests with the Transportation Planning Council (TPC) and its task forces and committees.

6.2 Monitoring

A monitoring process is applied to the transportation planning and programming process by the TPC through the director of the MPO Secretariat to ensure that:

- ◆ Programs and projects are consistent with adopted MPO policies.
- ◆ Programs and projects are responsive to identified issues and problems.
- ◆ Changes are consistent with Comprehensive Development Master Plan and Transportation Plan recommendations.
- ◆ The surveillance program produces the data required to support transportation planning recommendations.
- ◆ The products of the planning work program serve their intended purpose and are cost effective.

6.3 Review

Responsibility for the overall direction and control of administrative and technical review rests with the TPC and its committees. The review process is used to develop recommendations for desirable changes in current and proposed transportation plans and programs in terms of policy, technical procedures, administration and coordination.

6.4 Reporting

A reporting system is used to review the status, progress, and achievements of the MPO at all levels. Quarterly reports on the status of the UPWP are prepared by the Director of the MPO Secretariat based on project reports furnished by individual project managers. They are submitted to the TPC for review and acceptance before transmittal to the funding agencies.

The Director of the MPO Secretariat prepares additional summary reports to the MPO Board, TPC, and others informing them of performance, progress and compliance with goals and objectives of the overall MPO program.

CHAPTER 7

Public Involvement Procedure

7.1 Goal

A stand-alone Public Involvement Plan (PIP) is in the process of being adopted by the MPO Board and its committees. Once adopted, the main goal of the PIP is to involve the public in the transportation planning and decision making process by providing information to the general public regarding MPO transportation plans and programs, and to consider all comments and incorporate the agreed upon modifications prior to the adoption of the plans. This is a two-way exchange of information.

7.2 Objectives

To develop effective citizen participation, by attracting a larger number of interested citizens and organizations that will provide decision-makers with reliable community input.

- ◆ To achieve adequate support for transportation related plans by providing timely and reliable information to the public.
- ◆ To create a process tailored to local circumstances
- ◆ To establish an adequate mechanism to evaluate the openness, fairness, and responsiveness to the process.
- ◆ To solicit informed public input to effectively develop transportation plans and programs.

7.3 Additional Elements Considered in the Process

A well-organized citizen participation program involves elements that must be considered in the process. Among them are:

- ◆ Defining the role of the public in the process.
- ◆ Determining the methodology and strategies to be included in the process. Including a

broad mix of techniques and combine them as appropriate.

- ◆ Establishing a commitment for the level of resources (funding and staffing) according to the priority of the plan.
- ◆ Establishing procedures to evaluate the desired participants, needs for public education, selection of the appropriate techniques, response to public comments and effectiveness of the process.

7.4 METHODOLOGY

7.4.1 Early Involvement

To comply with this requirement it is important to involve the public from the beginning of the planning process. It is therefore necessary to define the role of each participating group as follows:

Participating Agencies: Work with the public to provide access to general information; provide time for public response; prepare documentation for public distribution that is both concise and easy to understand; keep the public informed about the transportation plans and programs.

General Public: Members of this group shall be able to participate in the meetings; learn about the process; identify the needs of the community at large; evaluate projects and propose alternative solutions.

Decision-Making Officials: Assure that the public involvement process is established according to federal requirements and the needs of the community; assure that there are enough resources to implement the program; provide time for public comments; consider the public responses and concerns to the plans and programs presented to the community; evaluate the impacts of such comments. The following process will be followed:

Transportation plans will continue being

developed and evaluated without changing the current process. In this case, plans shall be reviewed and endorsed by the Citizens Transportation Advisory Committee (CTAC); by the Transportation Plan Technical Advisory Committee (TPTAC) and by the Transportation Planning Council (TPC). Finally, after these endorsements, the MPO Board may approve the plans.

CTAC is involved from the beginning of the process. However, to provide for additional early involvement, the Chair of the CTAC or his/her designee, will be a member of those steering committees established for each work element within the Unified Planning Work Program (UPWP). The UPWP contains the planning studies to be conducted for future transportation projects.

7.4.2 Timely Public Notice

Revisions to the public involvement procedure will be available 45 calendar days prior to its adoption by the MPO Board. During this period, comments from state and local agencies, as well as from private organizations and the general public will be received and proper consideration will be given.

All transportation plans and other formal documents detailing the MPO process will be available for comments at least 30 calendar days prior to their adoption. These include but are not limited to the Transportation Improvement Program (TIP), the Long Range Transportation Plan (LRTP) and the Unified Planning Work Program (UPWP).

7.4.3 Coordination

Representatives of transportation related agencies, state and local officials and public citizens are part of the existing policy and technical committees, such as the CTAC, the TPTAC and the TPC. Also, representatives of local, state and federal environmental resource and permitting agencies shall be involved as appropriate. Close coordination between the MPO and FDOT is a

strong element of the process.

Provisions will be made for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter railroad operators; airport and port authorities; toll or expressway authorities; private transportation providers; the elderly and handicapped; minorities; the business community; freight movement operators, and city officials when appropriate. Many of these organizations are already active in the MPO Transportation Planning Process.

Finally, the process shall provide for mutual collaboration between government agencies and citizen organizations.

7.4.4 Notification

As part of the public involvement process, ads are published in a local newspaper to indicate the availability of documents for comments. For example, documents that are advertised are: adoption and/or amendments of the TIP, LRTP, and UPWP.

Copies of the documents will be sent to city, county and state officials for their review and information. When required, additional efforts shall be taken to notify specific groups that could be potentially impacted by such MPO plans.

7.4.5 Document Accessibility

Consistent with Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, sex, national origin or physical handicap, be excluded from participating in this process.

Transportation plan documents may be requested by phone, fax, e-mail or in person from the Miami-Dade MPO Secretariat. Major documents may also be downloaded from the MPO website. The distribution of these documents will be made by regular mail, fax or e-mail as appropriate. Easy to understand documents (brochures, newsletters and notifications) will be prepared for the general public when appropriate.

Coordination will take place with organizations representing minorities, the elderly, and persons with disabilities, to provide information regarding the transportation plans.

7.4.6 Physical Accessibility

It is the policy of the MPO to comply with the Americans with Disabilities Act (ADA). Opportunities for public involvement shall be provided for all persons, including those with disabilities, to participate in the transportation planning process.

In order to accommodate elderly persons and persons with disabilities, the MPO considers access to public transit services, physical facility access, and parking availability when selecting locations for MPO activities. The MPO is an active participant on the Transportation Disadvantaged Local Coordinating Board (LCB).

Additional provisions are made upon request for vision or hearing impaired persons. The availability of these services is included in advertising for MPO meetings and activities.

7.4.7 Openness

To provide for open public participation, at the beginning of each CTAC, TPTAC, TPC meeting, a 5-10 minute session will be formally scheduled to receive comments from the general public.

To encourage regional scale citizen participation and awareness, copies of these procedures and future transportation plans will be submitted to Broward County and Palm Beach County MPOs, for information and comment.

7.4.8 Public Involvement Techniques

These are the mechanisms used to inform the public and encourage their participation in the Miami-Dade Transportation Plan. Multiple methods and strategies have been developed to involve larger numbers of

groups in the Public Involvement Process (PIP). The program, to be established by the MPO, will combine different techniques according to the individual characteristics of each plan or project. The following are the proposed steps to be followed in this phase:

1. The MPO shall develop a public involvement resource bank containing names, addresses and particular interests of organizations and individuals who are willing to participate in the PIP. Organizations which can reach persons not traditionally involved will also be included. These organizations and individuals will be contacted and assigned to a particular task group as appropriate.
2. An ad shall be published asking for interested organizations and individuals to participate in this process. Letters shall be mailed to different groups, to promote active involvement by the community and businesses in the PIP.
3. The following is a menu with a variety of strategies and techniques that shall be considered in the PIP. Elements of this menu shall be implemented as personnel and monetary resources allow for the development of project or plan:
 - Establishment of advisory committees
 - Public Meetings
 - Development of citizen workshops for special topics
 - Preparation of transportation newsletters and brochures to provide information to the public about government plans. Community fact sheets shall address local problems at neighborhood levels.
 - Publication of newspaper ads
 - Public Service Announcements
 - Document availability on the MPO website.
 - Highlight dates and venues for public involvement activities on the website.
 - Community meetings

- Transportation displays in shopping and activity centers.
- Mail surveys.
- When appropriate, subcommittees of the TPTAC and TPC shall be created including representatives of the general public (individuals and/or organizations).
- Press conferences, when appropriate.
- Encourage elected officials, civic leaders and businesses to write newspaper articles on key issues.

Other techniques and strategies that may be considered as appropriate, but require additional resources are:

- ♦ Electronic conference meetings
- ♦ Transportation Forums.
- ♦ Designation of a staff person to be in charge of each public involvement program
- ♦ Establishment of a formal Citizen Participation Office
- ♦ Establishment of a hotline number to provide information regarding transportation related plans
- ♦ Development of Transportation Fairs
- ♦ Production of TV and radio spots
- ♦ An educational and public awareness program to provide general knowledge of transportation terminology and planning procedures to the public will be developed by the MPO.
- ♦ A web site that is updated daily which provides downloadable plans and agendas.

7.4.9 Monitoring Program

To keep a record of the distribution of documents, a list containing the names of the persons or the entities, who request such documents, will be maintained at the MPO Secretariat.

Quantitative and qualitative analysis as appropriate shall be made to evaluate the responsiveness of the community to the pro-

posed public involvement process and its effectiveness in the transportation planning process.

Other mechanisms to measure the effectiveness of this process will include conducting public opinion research surveys. The results of these surveys shall be discussed, in public forums and with elected officials, for proper actions. These surveys may be administered using standard forms, telephone inquiries, the newspaper or any other appropriate way to reach the interested sector.

7.4.10 Consideration Given to Received Comments

A summary and analysis of written or oral comments are received for transportation plans shall be included in the document, indicating whether and how the draft document changed based on each comment.

If the final document differs significantly from the one available for the public, a second opportunity for public comment on the revised document shall be given to the general public.

A procedure for considering public comments shall be prepared if needed.

7.4.11 Process Review

This public involvement process shall be periodically reviewed by the MPO in terms of its effectiveness in assuring full and open access for the public to the transportation planning process.

Copies of the approved process shall be submitted to FDOT, FHWA and FTA for their comments.

7.5 Future Amendments to the Current Process

This PIP can only be modified, altered, changed, or improved by action of the MPO Board by means of an amendment to the Prospectus. The amendment will be documented and presented to all committees. It

will be the result of actions intended to improve the established process once it has been in place, and tested; and once it has been decided that further refinement is needed; or, as a result of accumulated experiences, which prove that the process needs to be improved.

APPENDIX A

INTERLOCAL AGREEMENT CREATING THE METROPOLITAN PLANNING ORGANIZATION FOR THE MIAMI URBANIZED AREA

APPENDIX B

URBAN TRANSPORTATION PLANNING AGREEMENT
BETWEEN THE FLORIDA DEPARTMENT
OF TRANSPORTATION AND THE
METROPOLITAN PLANNING ORGANIZATION

APPENDIX C

RULES OF MPO - CHAPTER 35H - I, RULES GOVERNING INTERNAL ORGANIZATION

APPENDIX D

FLORIDA STATUTES 339.175 PERTAINING TO METROPOLITAN
P L A N N I N G O R G A N I Z A T I O N P R O V I S I O N S



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